



AGENDA
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY OCTOBER 1, 2015
6:30 PM

Because All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.
 - a. **Approval of Minutes:**
No Minutes For Approval
 - b. **Set Next Meeting, Date and Time:**
As Needed
5. **Call to the Public for Items not on the Agenda**
(Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.)
6. **Public Hearing, Discussion and possible Recommendation for approval (or denial) to Council on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013. Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona.**
 1. **Staff Presentation**
 2. **Declare PUBLIC HEARING OPEN**
Call for APPLICANT'S STATEMENT
Call for COMMENT FROM OTHER PERSONS (either in favor or against)
Call for APPLICANT'S REBUTTAL (if appropriate)
 3. **Declare PUBLIC HEARING CLOSED**
Call for Commission DISCUSSION (may ask questions of applicant)
Call for STAFF COMMENTS
Call for MOTION
Call for DISCUSSION OF MOTION
Call for QUESTION
ANNOUNCE ACTION TAKEN with Findings of Fact

There will be no Public Input on the following items:

7. **Commission Informational Reports:** Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities.
The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.
8. **Staff Comments**
9. **Adjournment**

Please note: The Planning and Zoning Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with The Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Posted by:  Date/Time: 9/24/15 By 3:00pm

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Planning & Zoning Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.



Town of Camp Verde

Exhibit A - Agenda Item Submission Form - Section I

Meeting Date: October 1, 2015 Planning & Zoning Commission

- ☐ Consent Agenda ☒ Recommendation to Council ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact):

Public Hearing, Discussion and possible Recommendation for approval (or denial) to Council on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013. Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona.

List Attached Documents:

Application, Directions to Property, Letter of Intent, Neighborhood Meeting Affidavit, Site Plan, Vicinity Map, Land Use Map, Zoning Map of Adjacent Properties, Agency Comments.

Estimated Presentation Time: 10 minutes.

Estimated Discussion Time: 20 minutes

Reviews Completed by:

☒ Department Head: Michael Jenkins

☐ Town Attorney Comments:

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde: October 1, 2015 Planning & Zoning Commission

Background:

The intent of this application is for the applicant to obtain a Use Permit for Parcel 404-13-013D, located at 4053 E. State Route 260, Camp Verde, Yavapai County, Arizona to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013 and all other uses allowed under Agri-Toursim.

Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit.

The following has been completed by the applicant and staff:

- The applicant posted the subject property on July 16, 2015 and mailed out letters to the neighboring property owners within 300' of the subject property which invited them to attend a neighborhood meeting to express their comments and concerns on their Use Permit application to allow for Agri-Tourism.
- The meeting was held on July 30, 2015 from 6:00PM-7:00PM on the subject property located at 4053 E. State Route 260, Camp Verde, Arizona. There were nine (9) people in attendance, including (3) Town Staff from the Community Development Department in addition to Yavapai County Supervisor, Tom Thurman. There were no issues or concerns raised by any of the attendees.
- Community Development Staff mailed out twelve (12) letters to properties within 300' of the subject parcel on September 10, 2015. This letter advised the neighbors of the Planning & Zoning Commission meeting date and time as well as the tentatively scheduled meeting date and time the item will appear before Town Council.
- A Notice of Public Hearing was posted on the subject property located at 4053 E. State Route 260, Camp Verde, Arizona on September 16, 2015 by Community Development Staff.
- A Notice of Hearings was placed in the Verde Independent – Camp Verde Bugle newspaper on Wednesday, September 16, 2015 by Community Development Staff.
- As of September 24, 2015 Community Development has received no letters in response to the letters mailed out on September 10, 2015 by Community Development Staff.

Agencies were notified and the responses are as follows:

Arizona Department of Transportation (ADOT)-

Contact: Bruce Cooper Comments Received: 9/14/15

- ADOT has no comments based on the current proposed use by Mr. Ignacio M Mesa, Parcel 404-13-013D. The access permit is still valid with ADOT and there have not been any issues reported at this time. Should the use continue to increase in the future ADOT may need to require further mitigation at that time, however, none are needed currently.

APS-

Contact: Monique Holliday Comments Received: 9/11/15

- *APS has facilities readily available on the property. There is only singlephase 120/240V power available. Please have customer provide load information and panel size as soon as available so we can decide the best way to feed the new building.*

Camp Verde Fire District-

Contact: Kristi Gagnon Comments Received: 9/8/15

- *All portions of the fire apparatus access roadway must meet the minimum standards of the IFC:*
 - *IFC 503.1.1 – Fire apparatus access roads with a width of only 20 feet shall be marked with permanent “NO PARKING – FIRE LANE” signs. Signs shall measure 12 inches by 18 inches, have red letters on a white background, and shall comply with Federal Department of Transportation Standards for R8-31.*
 - *IFC 503.2.3 – Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus (75,000 pounds) and shall be surfaced so as to provide all-weather driving capabilities.*
 - *Dead-end fire apparatus access roadways in excess of 150’ in length shall be provided with an approved area for turning around fire apparatus, including proper turning radius.*
- *IFC 507.1 – An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. (Water flows are based on building construction type and square footage.)*
- *Will entrances be gated?*
- *New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetic letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inches. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structures.*
- *Exiting from each building will need to be assessed to ensure conformity with occupancy classification requirements.*
- *Fire extinguishers are required to be provided in accordance with IFC and NFPA. Additional requirements may be forthcoming once the building plans have been submitted.*
- *PLANS ARE NOT APPROVED. Failure to identify a code violation during this process of the plan review DOES NOT give the permit applicant the right nor authority to violate the code. The final installation and construction must be in accordance with the International Fire Code.*

Town of Camp Verde Building Division-

Contact: Robert Foreman Comments Received: 9/9/15 – Amended 9/23/15

- *Per aerial and satellite photos and previous site plans submitted by the applicant it would appear building #7 was constructed sometime after 2013. There are no records of a building permit for that structure. If the applicant has such records we would request copies of them to clarify any confusion concerning this structure.*
- *As a condition of the Use Permit approval for Clear Creek Vineyard & Winery LLC per the attached memo dated August 10, 2015 a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing residential barn (Group U Occupancy) into a Commercial Wine Tasting Room (Group A-2 Occupancy) and Wine Processing Facility (Group F-2 Occupancy). The Building Division would recommend that a specific time limit of six months be placed on this item. The applicant should note that the building will not be issued a Certificate of Occupancy from the Building Division until this item has been completed.*

Yavapai County Development Services Environmental Unit –

Contact: Stacey Clark Comments Received: 9/2/15

- 1) *Any new structures being added to this property will require an adequately sized on-site wastewater treatment facility that is permitted through Yavapai County Development Services- Environmental Unit (YCDS-EU). For each septic system being installed:*
 - a. *A site investigation will be required in order to determine a soil absorption rate (SAR). There are 2 options for the site investigation:*
 - i. *You may have 3 discovery holes dug in the area in which the septic system will be installed, and Yavapai County Development Services- Environmental Unit will inspect the discovery holes. The YCDS-EU fee for this is \$81.50.*
 - ii. *You may hire a Registered Sanitarian, geologist, or a professional engineer licensed in the state of Arizona to perform the site investigation and their results will be submitted to the county. The YCDS-EU fee for this is \$67.50.*
 - b. *A commercial septic application will need to be submitted to Yavapai County Development Services with the following information for review:*
 - i. *Application, scaled plot plan to engineers scale with the scale being no smaller than 1"=60', directions to site, commercial sizing calculations, permit submittal fees of \$210.00.*
- 2) *The existing "Winery" building does not have a permitted on-site wastewater treatment facility. If this building will be connected to the existing septic system for the house, the existing unpermitted septic system will need to be permitted following the procedures for permitting an existing conventional septic system (procedure is attached). This process will also determine if the existing system will have capacity for both the existing house and the existing "Winery" building, or if the system will need to be upgraded to accommodate all flows. A floor plan (showing rooms, the use of each room, and location of any water using fixture) of any structure with flows going into this system will be required in order to determine if the capacity is sufficient. If a new septic system will be installed for this "Winery" building, refer to number 1 in these notes.*
- 3) *As the property is larger than 5 acres, any new well permitting will go directly to the Arizona Department of Water Resources.*

Yavapai County Flood Control District –

Contact: Vickie Lewis Comments Received: 8/25/15

- *This parcel is not impacted by a FEMA or District-Regulated Special Flood Hazard Area. Yavapai County Flood Control has no issued with this proposed application. As this parcel is within close proximity to West Clear Creek, that being a tributary to the Verde River, care should be taken that there be no discharge of pollutants within the waters of the U.S.*

Current and Proposed Development Conditions:

- **The Commission should note that it appears the existing winery does not meet the front setback of fifty (50) feet or the exterior side setback of thirty (30) feet. When the old barn was originally constructed it actually encroached onto the adjacent property to the West. Mr. Mesa did contact the adjacent land owner and did purchase all of the land adjacent to his barn and to the easterly Right-Of-Way line of Aspen Way. However there is no more land that can be acquired in order to achieve his front or exterior side yard setback. This is a pre-existing issue as Yavapai County lists the construction date of the old barn as 1964.**
- **The Commission should also be aware that on the site plan submitted, Building #7 scales at ten (10) feet from the westerly side property line. Staff recommends that the interior side yard setback of twenty five (25) feet be maintained. This will allow for a better buffer between the Mesa property and the rear of the properties abutting Aspen Way.**
- **All front setbacks with the exception of the existing winery appear to be within the ordinance requirements. All side yard setbacks along the east property line appear to meet the side yard setback requirements. All rear setbacks also appear to be well within ordinance requirements.**
- **As far as outdoor lighting and building height limitations are concerned, Staff will review for compliance when building permits are applied for should the Use Permit be approved.**
- **Per Arizona Department of Transportation (ADOT) comments, should the use increase, additional improvements at the entrance may be required.**
- **If the entry gate is to be locked after closing, then Knox Box entry will be required as stipulated by the Camp Verde Fire District.**
- **Per the Building Official as a condition of the Use Permit approval for Clear Creek Vineyard & Winery LLC a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing Residential Barn (Group U Occupancy) into a Commercial Wine Tasting Room (Group A-2 Occupancy) and Wine Processing Facility (Group F-2 Occupancy). The Building Division is recommending a specific time limit of six months be placed on this item. The applicant should note that the Certificate of Occupancy from the Building Division will not be issued until this item has been completed.**

Recommended Motion:

Recommendation for approval (or denial) to Council on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013 with the following stipulations:

- **Per Arizona Department of Transportation (ADOT), should the use increase additional improvements at the entrance may be required.**
- **Per the Camp Verde Fire District, should the entry gate be locked after closing then a Knox Box will be required.**
- **Per the Building Official, as a condition of the Use Permit approval for Clear Creek Vineyard & Winery LLC a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing Residential Barn (Group U Occupancy) into a Commercial Wine Tasting Room (Group A-2 Occupancy) and Wine Processing Facility (Group F-2 Occupancy). The Building Division is recommending a specific time limit of six months be placed on this item. The applicant should note that the Certificate of Occupancy from the Building Division will not be issued until this item has been completed.**

Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona.



Land Use Application Form

1. Application is made for:

Zoning Map Change
Conceptual Plan Review
PUD Zoning
Street Abandonment
Appeal
Site Plan Compatibility Review (Commercial)

Use Permit
Preliminary Plat
Variance
Minor Land Division
Verification of Non-Conforming Use

General Plan Amendment
Final Plat
Sign
Wireless Tower
Utility Exemption

Other: _____

2. Project Name: CLEAR CREEK VINEYARD & WINERY, LLC - Usage for Tasting Room in the Winery Building

Please print or type legibly

3. Contact information: (a list of additional contacts may be attached)

Owner Name: Ignacio M Mesa

Applicant Name: Susan L Mesa

Address: 4053 E Hwy 260, Camp Verde, AZ 86322 Address: 4053 E Hwy 260, Camp Verde, AZ 86322

Phone: 602.859.7418

Phone: 602.904.0173

E-mail: messimjr@gmail.com

E-Mail: mesa@rioclarowines.com

4. Property Description:

Address or Location: 4053 E Hwy 260, Camp Verde, AZ 8632

Existing Zoning: Rural Residential

Existing Use: Agriculture

Proposed Zoning: Ag-Tourism

Proposed Use: Agriculture including wine sales

5. Purpose: (describe intent of this application in 1-2 sentences)

To get a Use Permit to sell and taste wine with customers in our new Winery building

as authorized by Arizona Domestic Farm Winery License #13133013

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: Ignacio M Mesa

Date: July 31, 2015

AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: Susan L Mesa

Date: July 31, 2015



Directions to Property

Assessor's Parcel Number 404-13-013C 0 / 404-13-014C 3/ 404-13-013B

Applicants Name Ignacio & Sue Mesa

Property Address 4053 E Hwy 260, Camp Verde, Arizona 863232

Directions To Property:

Take Hwy 260 East from the Center of Camp Verde until you reach mile marker 226.

Pass Aspen Way and see the back of a large red barn which is our Winery building.

Continue on 100 feet to our front gate marked with our banner displaying

CLEAR CREEK VINEYARD & WINERY with our Rio Claro Wines logo

LETTER OF INTENT

THIS LETTER OF INTENT ("the Letter") made as of this 31st day of July, 2015 (the "Execution Date"),
BETWEEN:

CLEAR CREEK VINEYARD & WINERY, LLC (Applicant)

- AND -

TOWN OF CAMP VERDE (Municipality)

BACKGROUND:

- A. The Municipality requires a Master Plan (future state) of all possible land use in advance of issuing a "Use Permit" to any prospective applicant.
- B. The Applicant wishes to present the appropriate Master Plan (future state) for all land use activities planned for the 10 acres of land now proposed for "Ag-Tourism" ~~zoning~~ ^{**USE PERMIT**} by the Municipality.

This Letter will establish the planned expansion of the buildings and business of the applicant in the Master Plan (future state) now being submitted to the Municipality.

Non-Binding

1. This Letter does not create a binding agreement between the Applicant and the Municipality and will not be enforceable until such time as the Municipality grants a "Use Permit" to the Applicant.

Transaction Description

2. The property (the "Property") that is the subject of this Letter is located at:

4053 E State Route 260, Camp Verde, AZ 86322
3. The legal land description for the Property is included in the Addendum marked Exhibit A.
4. The Master Plan (future state) drawing with 25 copies are included in the "Use Permit" application currently being submitted by the Applicant for review by the Municipality. All designations required by the Municipality have been incorporated into the drawing.

MASTER PLAN (future state) narrative description of the Property by Parcel number and then by the numbers displayed on each item/building being added to the plan drawing to achieve future state:

Parcel Used: 404.13.013C 1.00 Acre

- 1.** PHASE 1 - 48' x 28' building /Tasting Room with covered Patio glassed enclosed sides (1350 sq. ft.) Phase I – includes two (2) handicap accessible Bathrooms (Septic tank/sewer system (420 sq. ft.)
- 3.** PHASE 2 – 2000 sq. ft. building – expansion of the Tasting Room space overlooking the vineyard.
- 4.** Garage 1200 sq. ft. – Four (4) car garage for personal vehicles and ATV
- 6.** Entry Gate – enlarged to 30' to create easy access for all size vehicles
- 8.** Decorative Gazebo located in garden area behind parking lot
- 10.** Decorative Pond & Fountain – located in the garden area.

Parcel Used: 404.13.014C 8.81 Acres

- 2.** Building 1980 sq. ft. - additional Processing and wine storage space.
- 7.** Building 1750 sq. ft. – Farm / vineyard equipment storage space.
- 9.** Wedding Gazebo – located out behind the pond overlooking the acres of vineyard

Parcel Used: 404.13.013B 0.28 Acres

- 5.** Parking Lot - 25 parking spaces to be provided for Tasting Room customers

Future lighting for the property will be shielded as per Town Ordinance. All future public access buildings will meet ADA requirements. All septic and sewer installations will meet County and Municipal requirements. Bus & Tour Parking is displayed on the drawings.

Applicant:

Ignacio & Susan Mesa, Owners

Clear Creek Vineyard & Winery, LLC

4053 E State Route 260

Camp Verde, Arizona 86322

Cell: 602.904.0173

ADDENDUM

EXHIBIT B

EXHIBIT "B"

A portion of the Government Lot 1, (a fractional portion of the South East 1/4, of Section 11, Township 13 North, Range 5 East, Gila and Salt River Base and Meridian, Yavapai County, Arizona more particularly described as follows:

COMMENCING FOR REFERENCE at the Southeast corner of said Section 11, a found stone and shown on the record document R1 – Book 52 of Land Surveys, Page 99, Yavapai County Recorder – (YCR), from which the closing corner at the intersection of the Southeast line of the Fort Verde Garden Reservation (abandoned) and the East line of Section 11 bearing North $00^{\circ}13'39''$ East Calculated – (C) basis of bearings, determined from N $00^{\circ}09'11''$ W 2239.37 feet distant R1; Said closing location determined per R2 - Book 18 of Land Surveys, Page 33, YCR;

Thence North $00^{\circ}13'39''$ East 352.0 C, N $00^{\circ}09'11''$ W (R1), N $00^{\circ}08'$ W R4 along the East line of said Section 11 to the Southwest Corner of R4 – Book 3550, Page 583, YCR;

Thence South $83^{\circ}58'21''$ East 447.00 feet C S $84^{\circ}20'$ E R4 to a point;

Thence North $00^{\circ}13'39''$ East 867.40 feet C N $00^{\circ}08'$ W R4 to a point on the southerly right of way line of Camp Verde – Pine Highway (aka the Camp Verde to Clear Creek Highway, Book 18 of Maps, page 59-60, per grant of Easement recorded in R0 – Book 154 of Deeds, Page 329-330 YCR;

Thence North $58^{\circ}11'21''$ West, 522.00 feet C N $58^{\circ}33'$ W R4 along said Southerly right of way to the intersection of the East line of said Section 11 and the Northwest corner of said R4, and the point of BEGINNING of this description, from which the Southwest corner of R4 bears S $00^{\circ}13'39''$ W 1095.7 feet C distant S $00^{\circ}09'11''$ E R1, S $00^{\circ}08'$ E R4;

Thence continue North $58^{\circ}11'21''$ West 5.07 feet C N $58^{\circ}33'$ W R4 along said Southerly right of way to the East line of the Northerly projection of the East line of Aspen Way, R5 – Book 1292, Page 644-645, YCR, a portion of Lot 460, R6 – Verde Lakes Unit 2, Book 14 of Maps, Page 35, YCR;

Thence South $32^{\circ}41'32''$ West 83.00 feet C S $32^{\circ}52'30''$ W R5 along said projection of the Easterly right of way to the Northeast corner of R5;

Thence South $57^{\circ}22'15''$ East 37.00 feet C along the Northeast line of Lot 460 S $57^{\circ}11'17''$ E 37.00 feet R5 to the Northeast corner of said Lot 460;

Thence continue South $57^{\circ}22'15''$ East 20.89 feet C to the intersection of the East line of said Section 11;

Thence North $00^{\circ}13'39''$ East 98.39 feet C along said East line of said Section 11 N $00^{\circ}08'$ W R4 to the POINT OF BEGINNING.

Affidavit

I Sue & Ignacio Mesa owner of parcel 404-13-014C 3 have notified my neighbors within 300' of my residence, by sending letters on 07/15/15 to notify them of the neighborhood meeting that I conducted on the 30th day of JULY 2015.

I posted my property with meeting date and time on the 16TH day of July 2015.

404-13-013B

I Sue & Ignacio Mesa owner of parcel 404-13-014C 3/ 404-13-013C 0 have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the 30th day of July 2015.

Summary

Statement: We had 9 attendees (include Yavapai Supervisor Tom Thurman)

and 3 Town staffers attended. The group was seated on the patio to view the vineyard, irrigation pond and mountain vistas. The group then went out to the winery to tour and learn about the operations at Clear Creek Vineyard and Winery. They viewed the cold aging storage room where almost 4000 gallons are aging awaiting bottling and the temporary tasting area. The winery activities were described, hours of operation discussed, noise abatement and level of traffic to be generated including buses entering the property. Tasting will only be conducted during daylight hours avoiding luminary issues. Handicap access will be undertaken when a building permit is submitted for the Tasting Room building later this year. There were no issues or concerns raised by the neighbors and all seemed very supportive.

If Summary statement is too long, attach a copy.

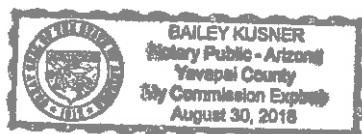
State of Arizona}

County of Yavapai}

Ignacio M. Mesa
Signature of Document Signer No. 1

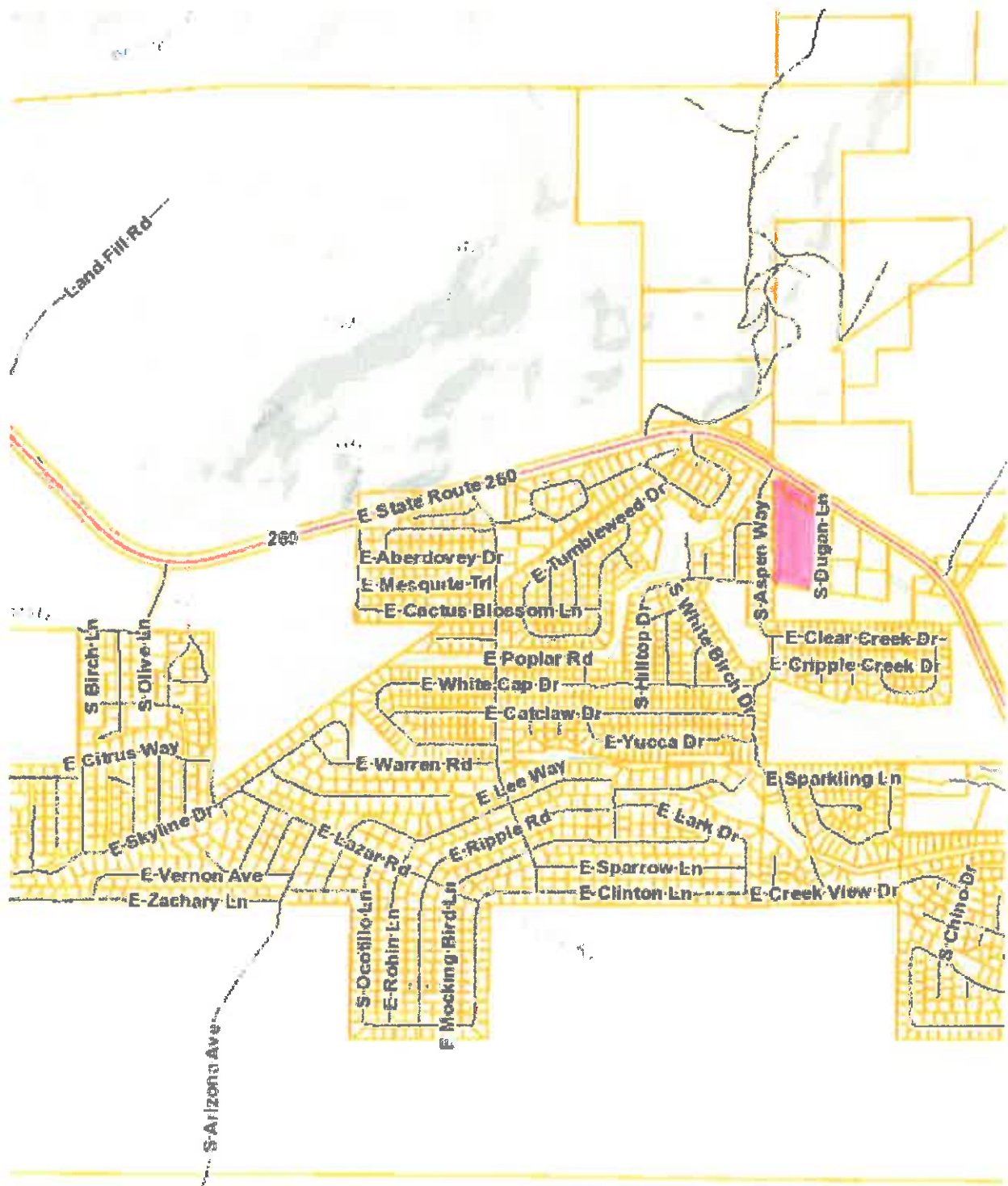
Susan L. Mesa
Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 31st day of July 2015.



[Signature]
Signature of Notary

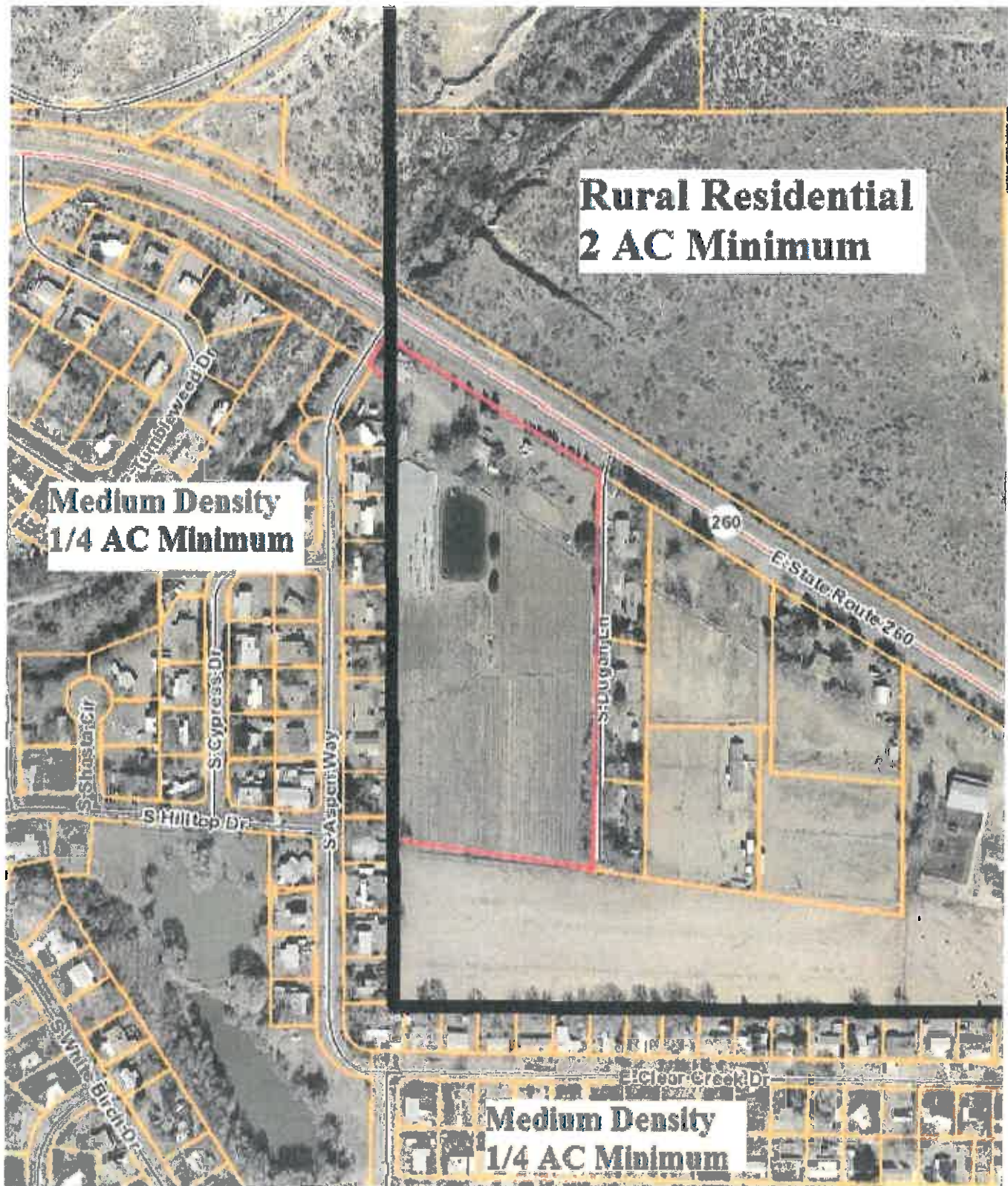
Vicinity Map



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on 7/29/2015

Land Use Map



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Map printed on: 6.24.2015

Zoning Map



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on 7/7/2015

Emily Diver

From: Kendall Welch
Sent: Monday, September 14, 2015 1:18 PM
To: Emily Diver
Subject: Fwd: Use Permit Application 20150245
Attachments: image001.jpg

For Mesa Use Permit File. Thank you!

Sent from my iPhone

Begin forwarded message:

From: Bruce Cooper <BCooper@azdot.gov>
Date: September 14, 2015 at 1:26:04 PM MDT
To: "Kendall.welch@campverde.az.gov" <Kendall.welch@campverde.az.gov>
Subject: Use Permit Application 20150245

Kendall,

ADOT has no comments based on the current proposed use by Mr. Ignacio M Mesa parcel 404-13-013D, The access permit is still valid with ADOT and there have not been any issues reported at this time. Should the use continue to increase in the future ADOT may need to require further mitigation at that time however none are needed currently.

Thank you!

Bruce Cooper
Prescott District Traffic Analyst
 1109 Commerce Dr
 Prescott, AZ 86305
 (928) 777-5877
azdot.gov



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Emily Diver

From: Monique.Holliday@aps.com
Sent: Friday, September 11, 2015 1:06 PM
To: Emily Diver
Subject: RE: Use Permit - Ignacio Mesa Parcel No. 20150245

Good afternoon Emily,

APS has facilities readily available on the property. There is only singlephase 120/240V power available. Please have customer provide load information and panel size as soon as available so we can decide the best way to feed the new building.

Thanks!



Monique Holliday

Sr. Designer, Cottonwood Construction Office
1250 E. State Route 89A, Cottonwood, AZ 86326 M.S. 4718

Tel (928)646-8435

monique.holliday@aps.com aps.com



Camp Verde Fire District

26 B Salt Mine Road
P.O. Box 886
Camp Verde, Arizona 86322

Phone: 928.567.9401
Fax: 928.567.2444
www.campverdefire.org



September 8, 2015

USE PERMIT APPLICATION COMMENTS

This review is based on: 2012 International Fire Code and 2012 International Building Code.

PROJECT

**AGRI-TOURISM
USE PERMIT APPLICATION
4053 E. STATE ROUTE 260
CAMP VERDE, AZ 86322**

CONTACT

**IGNACIO MESA
602-859-7418**

1. All portions of the fire apparatus access roadway must meet the minimum standards of the IFC:
 - a. IFC 503.1.1 - Fire apparatus access roads with a width of only 20 feet shall be marked with permanent "NO PARKING - FIRE LANE" signs. Signs shall measure 12 inches by 18 inches, have red letters on a white background, and shall comply with Federal Department of Transportation Standards for R8-31.
 - b. IFC 503.2.3 - Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus (75,000 pounds) and shall be surfaced so as to provide all-weather driving capabilities.
 - c. Dead-end fire apparatus access roadways in excess of 150' in length shall be provided with an approved area for turning around fire apparatus, including proper turning radius.
2. IFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. (Water flows are based on building construction type and square footage.)
3. Will entrances be gated?
4. New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetic letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inches. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structures.

Camp Verde Fire District

26 B Salt Mine Road
P.O. Box 386
Camp Verde, Arizona 86322

Phone: 928.567.9401
Fax: 928.567.2444
www.campverdefire.org



5. Exiting from each building will need to be assessed to ensure conformity with occupancy classification requirements.
6. Fire extinguishers are required to be provided in accordance with IFC and NFPA.

Additional requirements may be forthcoming once the building plans have been submitted.

PLANS ARE NOT APPROVED. Failure to identify a code violation during this process of the plan review **DOES NOT** give the permit applicant the right nor authority to violate the code. **The final installation and construction must be in accordance with the International Fire Code.**

Please feel free to contact me at (928) 567-9401 ext. 105, should you have any questions.

Sincerely,

Kristi Gagnon
Fire Marshal

TOWN OF CAMP VERDE



Memorandum

To: Kendall Welch, Assistant Planner

Cc: Sandy, Permit Technician

Emily Diver, Permit Technician

Kristi Gagnon, Camp Verde Fire Marshal

From: Robert Foreman, Building Official

Date: September 23, 2015

Re: Amended Comments - Use Permit Clear Creek Vineyard & Winery, LLC, Project #20150245

Building Department has the following comments on the use permit application. These comments are preliminary in nature only, and are subject to change.

- Per aerial and satellite photos and previous site plans submitted by the applicant it would appear building #7 was constructed sometime after 2013. There are no records of a building permit for that structure. If the applicant has any such records we would request copies of them to clarify any confusion concerning this structure.
- As a condition of the Use Permit approval for Clear Creek Vineyard & Winery LLC per the attached memo dated August 10, 2015 a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing residential barn (Group U Occupancy) into a Commercial Wine Tasting Room (Group A-2 Occupancy) and Wine Processing Facility (Group F-2 Occupancy). The Building Division would recommend that a specific time limit of six months be placed on this item. The applicant should note that the building will not be issued a Certificate of Occupancy from the Building Division until this item has been completed.
- Building Department has no further comments pending Building Permit applications for the proposed new buildings, as it is agreed that any new buildings will be properly permitted and inspected, and existing utility infrastructure is already in place or will be in place prior to Certificate of Occupancy being issued.

A handwritten signature in blue ink, reading "Robert L. Foreman".

Robert L. Foreman

Building Official

Town of Camp Verde

473 S. Main St. Ste 108

928-567-8514 ext 112

Robert.foreman@campverde.az.gov

TOWN OF CAMP VERDE



Memorandum

To: Susan & Ignacio Mesa

Cc: Mike Jenkins, Community Development Director

File

From: Robert Foreman, Building Official

Date: August 10, 2015

Re: Permit Application, 4053 E. State Route 260, Parcel #404-13-014C

Mr. & Mrs. Mesa

Per your request this is a list of items that will need to be addressed in your Commercial Tenant Improvement application to change the use and occupancy of an existing Residential barn (U) into a Commercial wine tasting room (A-2) and a wine processing facility (F-2).

Please note that this list may not be all inclusive and during the plan review phase of the application other issues may or may not arise. Also please note that the plans submitted will need to be reviewed by the Camp Verde Fire District, Camp Verde Planning & Zoning Division, Yavapai County Flood District and Yavapai County Developmental Services, Environmental Services Unit and approved by them prior to issuing a permit for the change of occupancy and use.

- The occupancy of the F-2 portion of the building will be limited to 5 and the occupancy of the A-2 occupancy will be limited to 15, for a total occupant load of 20. This is necessary so that ARS Statute 32-144 will not come into play so that it would be required for the building plans to be drawn by a registered Arizona Design Professional. This occupancy load is assigned per the exception in IBC Section 1004.1.2, as opposed to using the mathematical formula in Table 1004.1.2
- Electrical plans will need to be included in the submittal showing location of service, capacity of service and load calculations for all electrical equipment in the building.
- Emergency exit signs will need to be shown and installed above both man doors in the F-2 occupancy and the man door in the A-2 occupancy. These will need to include emergency hard wired lighting and battery back-up. Frog eyes are acceptable.
- Bathrooms will need to be shown on the site plan. These will need to be readily accessible to the occupants of the building and will need to be ADA accessible.

- The flame and smoke spread index of the GACO 183M spray foam insulation installed meets code requirement and is acceptable.
- Per table 1106.1 parking up to 25 cars will require one handicapped accessible space and parking from 25 to 50 cars will require 2 handicapped accessible spaces. At least one space has to be van accessible and signage will be required. Per Section 1106.6 Location "accessible parking spaces shall be located on the *shortest accessible* route of travel from adjacent parking to an *accessible* building entrance."
- On the submitted plans indicate whether the glazing (windows) in the A-2 occupancy is safety glazed or not. If it meets the four criteria of Section 2406.4.3 it will need to be safety glazed.
- Please show any plumbing work that has been completed including the G&D chillers and the Propylene Glycol.
- Per table 508.4 it will need to be shown that there is a one (1) hour fire separation between the A-2 occupancy and the F-2 occupancy.



Robert Foreman
Building Official
Town Safety Officer
Town of Camp Verde
473 S. Main St. Ste., 108
928-554-0050
Robert.foreman@campverde.az.gov

Community Development Director Comments

Ignacio Mesa Use Permit

On July 24, 2015, the Town Council approved a text amendment to the Residential-Rural zoning district that will allow for Agri-Tourism Uses with an approved Use Permit. The Use Permit is subject to criteria and specific showings of:

- 1) Multiple points of direct ingress and egress for patron safety and direct emergency vehicle access;
- 2) Ample improved in-site parking for normal business activity and provisions on site for special event overflow parking;
- 3) Adequate separation distance, limitation of hours of operation, and/or additional impact mitigation to negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially zoned property.
- 4) Provision for patrons' health, safety and comfort, such as shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, security for persons and property.
- 5) A full two (2) acres (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism.

These items will be reviewed and addressed in the staff report to the Planning & Zoning Commission.

Staff is recommending approval of the Use Permit with all conditions met.

Emily Diver

From: Ron Long
Sent: Tuesday, September 15, 2015 12:12 PM
To: Kendall Welch; Emily Diver
Cc: Mike Jenkins; Robert Foreman
Subject: Mesa Agri-Tourism Use Permit

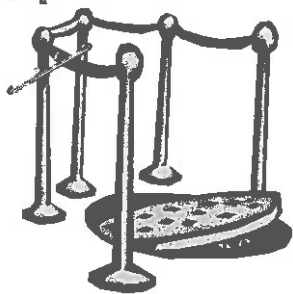
I have reviewed the Use Permit Application for Sue & Ignacio Mesa to allow for Agri-Tourism (Project No. 20150245) and have **No Comment**.

Ron Long, P.E.
Public Works Director
Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
Office: (928) 554-0821
Mobile: (928) 274-3750
Ron.Long@campverde.az.gov

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Town of Camp Verde Camp Verde Sewer Division

P.O. Box 1205
1000 E State Rte 260
Camp Verde, AZ 86322-1205
Phone (928) 254-9197 Fax (928) 567-8832
Email jan@campverdesewer.com

8/20/2015

Town of Camp Verde
Community Development Department
Planning Division

RE: Use Permit
Project Number 20150245
404-13-013D

This property is not located within the sewerage collection system.

We have no conflicts with this application.

Jan Grogan

928-567-6794
Manager
Sewer Department
Town of Camp Verde



Kendall Welch

From: RMartin@uesaz.com
Sent: Friday, August 21, 2015 8:55 AM
To: Kendall Welch
Subject: Application review

Good Morning Kendall;

In response to the use application for 4053 E State Route 260, parcel 404-13-013D,
There is no gas-no comment.

Thank You
Rhonda

Rhonda Martin
Planner
Unisource Energy Services
Verde Valley District
(Office) 928-203-1214
Fax: 928-634-8994
rmartin@uesaz.com

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Please consider our environment before printing this email. 

Emily Diver

From: Adams, Judy -FS <jadams05@fs.fed.us>
Sent: Wednesday, September 16, 2015 4:07 PM
To: Emily Diver
Subject: FW: Use Permit - Ignacio Mesa Parcel No. 20150245

Emily, The Coconino NF does not have concerns with this proposal as described. It appears all of their current proposal is on the north side of the parcel and not close to the forest boundary. It would be beneficial for them to have the property surveyed to federal standards to ensure they know where their boundaries are and avoid crossing over the forest boundary with improvements or activities. They should ensure that all of their visitors and activities remain on the private property and not on the forest at any time. Thanks for allowing us to comment on the proposal.



Judy Adams
Lands Team Leader
Forest Service
Coconino National Forest

p: 928-203-7506
f: 928-203-7539
jadams05@fs.fed.us
PO Box 20429, 8375 State Route 179
Sedona, AZ 86341
www.fs.fed.us



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YAVAPAI COUNTY

Development Services

Prescott Office-

1120 Commerce Dr., Prescott AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office-

10 S 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning & Design Rev

EU notes for Use Permit application 20150245- Clear Creek Vineyard and Winery LLC

- 1) Any new structures being added to this property will require an adequately sized on-site wastewater treatment facility that is permitted through Yavapai County Development Services- Environmental Unit (YCDS-EU). For each septic system being installed:
 - a. A site investigation will be required in order to determine a soil absorption rate (SAR). There are 2 options for the site investigation:
 - i. You may have 3 discovery holes dug in the area in which the septic system will be installed, and Yavapai County Development Services- Environmental Unit will inspect the discovery holes. The YCDS-EU fee for this is \$81.50.
 - ii. You may hire a Registered Sanitarian, geologist, or a professional engineer licensed in the state of Arizona to perform the site investigation and their results will be submitted to the county. The YCDS-EU fee for this is \$67.50.
 - b. A commercial septic application will need to be submitted to Yavapai County Development Services with the following information for review:
 - i. Application, scaled plot plan to engineers scale with the scale being no smaller than 1"=60', directions to site, commercial sizing calculations, permit submittal fees of \$210.00.
- 2) The existing "Winery" building does not have a permitted on-site wastewater treatment facility. If this building will be connected to the existing septic system for the house, the existing unpermitted septic system will need to be permitted following the procedures for permitting an existing conventional septic system (procedure is attached). This process will also determine if the existing system will have capacity for both the existing house and the existing "Winery" building, or if the system will need to be upgraded to accommodate all flows. A floor plan (showing rooms, the use of each room, and location of any water using fixture) of any structure with flows going into this system will be required in order to determine if the capacity is sufficient. If a new septic system will be installed for this "Winery" building, refer to number 1 in these notes.
- 3) As the property is larger than 5 acres, any new well permitting will go directly to the Arizona Department of Water Resources.

Yavapai County Development Services

Prescott Office

1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office

10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

PERMITTING AN EXISTING CONVENTIONAL SEPTIC SYSTEM

In order to approve an existing conventional septic system the following items must be done:

- 1.) The tank must be pumped by a certified individual/company and must meet the requirements stipulated in Arizona Administrative Code R18-9-A314. An effluent filter must be installed in the tank. The applicant must then provide YCDS Env. Unit with a copy of the pumping receipt showing description, capacity and integrity of the tank. The tank must remain open for inspection of the filter and setbacks by YCDS-Environmental Unit.
- 2.) A site investigation (if required – check with YCDS-EU) to show soils to at least 4 feet below the installed depth must be performed by a Registered Sanitarian, Professional Engineer, or Registered Geologist and submitted to YCDS-EU per R18-9-A310. If there is some question about shallow soil depth in the area, additional holes may be required as well.
- 3.) The beginning and ends of the leach field (end caps of pipes) must be excavated so that the length of the disposal pipes can be measured.
- 4.) A hole at the end of the leach line(s) must be dug to show the total depth of leach rock in the trench. Or, if a disposal bed is present, the four corners of the bed must be excavated.
- 5.) All fees must be paid to YCDS prior to services being rendered.
Fees to examine a site (perc test) are \$81.50
Septic Permit application fees are \$160.00 plus document fee for residential installations or \$205 plus document fee for commercial installations
Such septic permits will be issued only if all current standards for septic system design are met.
- 6.) An inspection of the components of the septic system (items 1, 3, and 4 and above) must be conducted and a final approval granted by a YCDS inspector.

If you have any questions about this procedure, please feel free to speak with an Environmental Unit Inspector.

Kendall Welch

From: Vickie Lewis <Vickie.Lewis@yavapai.us>
Sent: Tuesday, August 25, 2015 3:05 PM
To: Kendall Welch
Subject: 404-13-013D Use Permit

Kendall,

I am in receipt of Project Number 20150245 for a Use Permit for parcel 404-13-013D for Agri-Tourism.

This parcel is not impacted by a FEMA or District-Regulated Special Flood Hazard Area. Yavapai County Flood Control has no issues with this proposed application. As this parcel is within close proximity to West Clear Creek, that being a tributary to the Verde River, care should be taken that there be no discharge of pollutants within the waters of the U.S.

Please let me know if you have any questions.

*Vickie Lewis
Hydrologist
Yavapai County Flood Control
(928) 649-6222*

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TOWN OF CAMP VERDE



Memorandum Clerk's Office

To: Mayor and Town Council
Planning & Zoning Commission
Board of Adjustment and Appeals

CC: Town Manager Russ Martin
Community Development Director Michael Jenkins

From: Virginia Jones *vj*

Date: September 22, 2015

Re: Arizona's Open Meeting Law Presentation

Attached please find an invitation from the Verde Natural Resource Conservation District inviting the Mayor and Council along with the Planning & Zoning Commission and the Board of Adjustments and Appeals to a presentation regarding open meeting law by Kathryn Marquoit from the Office of the Arizona Ombudsman.

The presentation will be held on Friday, November 13, 2015 at 473 S Main Street, Suite 106 at 9:00 a.m.

Please mark your calendar for this very important presentation. I know you have all probably had this training, however it is always a good idea to refresh your memory, and we can all learn something new every day.

If you are not able to attend this presentation, please contact the Clerk's Office as soon as possible

Thanks

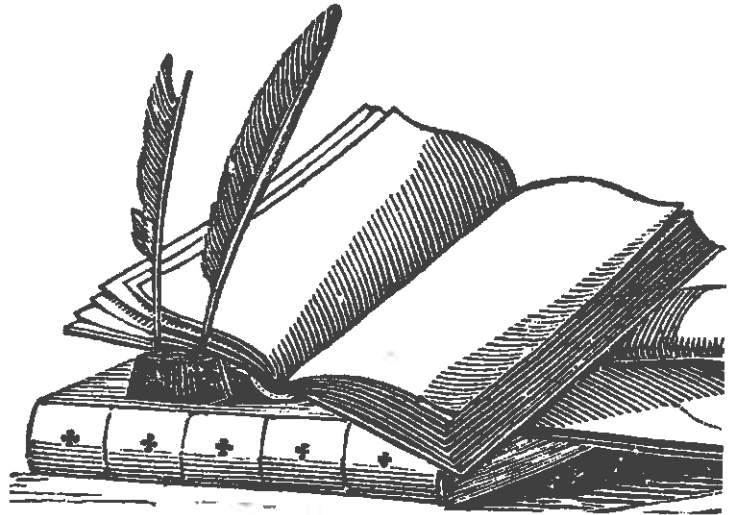
Arizona's Open Meeting Law

Are you part of a PUBLIC BODY?

You could be part of a public body if you are an active member of your community!

What's a public body? "Public Body" includes all boards and commissions of the state, all multi-member governing bodies of agencies, institutions and instrumentalities of the state or political subdivisions including boards of directors who are appointed or elected. Public bodies also include standing, special or advisory committees or sub-committees appointed by the public body.

Members of a public body must comply with Arizona's **OPEN MEETING LAW!**



Anyone interested in Arizona's Open Meeting Law is invited to attend a presentation on the law by Kathryn Marquoit from the office of the Arizona Ombudsman.

Who: Open to the Public!

Where: Camp Verde Town Hall
473 South Main Street, Suite 106
Camp Verde, Arizona 86322

When: Friday, November 13, 2015 9 AM



Sponsored by: The Verde Natural Resource Conservation District. For more information please contact us at nrcdverde@gmail.com or 602-903-2436